

**TRIBAL LANDOWNER INCENTIVE PROGRAM
GRANT APPLICATION KIT
U.S. FISH AND WILDLIFE SERVICE
FY 2006**

This package includes information and guidance for preparing and submitting a project proposal for the 2006 Tribal Landowner Incentive Program (TLIP) of the U.S. Fish and Wildlife Service.

Interested tribes need to prepare and submit project proposals that provide for the protection, management, or restoration of federally listed, proposed, or candidate, or other at-risk species and their habitat. The TLIP project proposal includes a cover letter, program summary, program narrative, budget narrative, resolution of support, a Proposed Accomplishments sheet and one federal form - Standard Form 424 Application for Federal Assistance (SF-424). Copies of the Proposed Accomplishments sheet and SF-424 are included in this grant application kit.

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Tribal Landowner Incentive Program

Who Can Apply for TLIP Grants?

The TLIP is a competitive grants program for federally recognized tribes. Federally recognized tribes are listed in the *Federal Register* (68 FR 68180; December 5, 2003). State recognized tribes, tribal organizations, and other non-tribal entities are not eligible to apply. Tribal organizations and other entities may participate as subgrantees or contractors to federally recognized tribes.

Summary of What to Submit:

Tribes must submit one signed original and two signed copies of the complete project proposal (including supporting information). We will not accept facsimile project proposals.

When are Project Proposals Due:

Project proposals must be submitted to the appropriate Regional Office listed in Table 1 with a postmark of no later than January 31, 2006.

A TLIP Project Proposal Includes the Following:

- (1) Narrative Project Description
 - Cover Letter
 - Program Summary
 - Program Narrative
 - Budget Narrative
 - Resolution of Support
- (2) Proposed Accomplishments Form (See Attachment - I)
- (3) SF-424 (See Attachment - II)

NOTE: Following this format is helpful in expediting the review process.

When Will Project Selections Be Made?

We anticipate that we will announce project selections in summer 2006. However, we recommend that tribes check our internet site <http://www.fws.gov/grants/tribal.html> regularly for updates concerning the implementation of the TLIP.

Additional Information:

Contact the Service's Regional Native American Liaison that has the responsibility for the state in which the proposed project would occur. The contact information for each Regional Native American Liaison is listed in Table 1. Information on the TLIP is also available from the Office of the Native American Liaison, U.S. Fish and Wildlife Service, 1849 C Street, Mail Stop 3012 MIB, Washington, DC 20240 or at <http://grants.fws.gov/tribal.html>.

Who Can Help Plan and Implement a Project?

The Service can assist tribes in planning or implementing projects. Through a number of programs, we offer a variety of expertise to assist tribes in planning and implementing projects. For information on how the Service may be able to assist, contact the Native American Liaison in the appropriate Regional Office identified in Table 1. Information is also available from the Service's Internet site at <http://www.fws.gov/>. In addition, many other federal, state, or tribal agencies, as well as conservation organizations, work closely with tribes and may be able to assist with planning and implementing a project.

For general guidance on developing and writing grant proposals, see the Catalog of Federal Domestic Assistance's Internet site at http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show.

What Types of Projects May Be Funded?

Eligible projects include those by Indian tribes to improve, preserve, or maintain habitat for endangered, threatened, candidate, or other at-risk species including species designated by tribes to be at-risk. Examples of the types of projects the Service might fund include prescribed burning to restore grasslands that support imperiled species, fencing to exclude animals from sensitive habitats, or planting native vegetation to restore degraded habitat. Land acquisition is not permitted in the current 2006 grant cycle.

TLIP funds can be used for environmental review, habitat evaluation, permit review (e.g., Section 404), and other environmental compliance activities provided they are directly related to the TLIP project and are discussed in the budget narrative. TLIP funds cannot be used to conduct activities to comply with a Biological Opinion or with a permit (e.g., mitigation responsibilities) for another program or project. However, TLIP funds can be used to implement conservation recommendations.

How Does the TLIP Work?

Interested tribes prepare proposals that describe their project and its benefits for the target species. See "The TLIP Project Proposal" section for additional information.

The Service will award grants for actions and activities that protect or restore habitats that benefit federally listed, proposed, or candidate species, or other at-risk species including species designated by tribes to be at-risk on tribal lands. Additionally, the Service, in cooperation with the grantees, must address federal compliance issues, such as the National Environmental Policy Act, the National Historic Preservation Act, the Clean Water Act, and the Endangered Species Act. For the proposals that are selected to receive funding, additional requirements will be coordinated through the Service Regional Native American Liaison.

The final exact amount of funds, the scope of work, and the terms and conditions of a successful award will be determined in negotiations between the prospective recipient and Service representatives. The prospective recipient must sign a Grant Agreement (Form 3-1552) and specify the project requirements, such as the cost share, the project design, the time commitment for maintaining the project's benefits, and the reporting

requirements, and that provides for Service access to the project area in order to check on project progress. In order to receive funding, prospective recipient will also need to provide assurances and certifications of compliance with other federal requirements. The recipient is reimbursed based on the cost-sharing formula in the agreement.

How to Apply for a TLIP Grant

Tribes must follow the instructions in this document in order to apply for financial assistance under the TLIP. For a description of the information that must be included in a project proposal, please see the “The TLIP Project Proposal” section. Tribes must submit one signed original and two signed copies of the project proposal (including supporting information). The project proposal must be received by the appropriate Regional Office listed in **Table 1** with a postmark of **no later than January 31, 2006**. Prior to submitting a project proposal, we encourage tribes to contact the appropriate Regional Native American Liaison listed in **Table 1** with any questions regarding what information must be submitted with the project proposal. **An incomplete proposal will not be considered for funding.**

Table 1. Where to Send Project Proposals and List of Regional Contacts

Service Region	States where the project will occur	Where to send your project proposal	Regional Native American Liaison
Region 1	Hawaii, Idaho, Oregon, Washington, Nevada, and California	Regional Director U.S. Fish and Wildlife Service Eastside Federal Complex 911 N.E. 11 th Avenue Portland, OR 97232-4181	Scott L. Aikin (503) 231-6123
Region 2	Arizona, New Mexico, Oklahoma, and Texas	Regional Director U.S. Fish and Wildlife Service 500 Gold Avenue, SW P.O. Box 1306 Albuquerque, NM 87103-1306	John Antonio (505) 248-6810
Region 3	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin	Regional Director U.S. Fish and Wildlife Service 1 Federal Drive Fort Snelling, MN 55111-4080	John Leonard (612) 713-5108
Region 4	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee	Regional Director U.S. Fish and Wildlife Service 1875 Century Blvd, Rm. 410 Atlanta, GA 30345	Kyla Hastie (404) 679-7125
Region 5	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New	Regional Director U.S. Fish and Wildlife Service 300 Westgate Center Drive Hadley, MA 01035-9589	D.J. Monette (413) 253-8662

	Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia		
Region 6	Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming	Regional Director U.S. Fish and Wildlife Service 134 Union Boulevard, Suite 400 Lakewood, CO 80228.	David Redhorse (303) 236-4575
Region 7	Alaska	Regional Director U.S. Fish and Wildlife Service 1011 East Tudor Road Anchorage, AK 99503-6199	Sue Detwiler (907) 786-3868

Funding Limits

The Service will award grants up to a maximum of \$150,000 for a single project. There is no grant award minimum. Tribes are encouraged to submit a single comprehensive grant proposal however, if multiple projects are submitted and selected for funding, total funding to that tribe will be limited to \$150,000.

Matching Funds and Partnerships

The Service requires a minimum of 25 percent non-Federal matching funds for participation in this program. No more than 75 percent of the total project cost may be Federal funds. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

Duration of Grants

Grant Agreements should be written for the shortest duration needed to accomplish project objectives and may be extended if necessary.

The TLIP Project Proposal

The project proposal is a narrative description of the project and a completed SF-424. Tribes will also need to submit an original proposal and two copies.

The project proposal should also indicate the duration of the project and whether partial funding of the project is practicable, and, if so, what specific portion(s) of the project could be implemented with what level of funding. A project proposal that is a part of a longer-term initiative will be considered; however, the proposed project's objectives, benefits, and tasks must stand on their own, as there are no assurances that additional funding will be awarded in future years for associated or complementary projects.

Requirements concerning federal financial assistance include established principles for determining which costs are allowable or eligible based on the type of applicant (see

“Administrative Requirements” section). Project proposals must comply with these requirements.

The narrative description of the project proposal should specifically address each of the ranking factors. Proposals must include a cover letter, program summary, program narrative, budget narrative, and tribal resolution of support as described below.

A cover letter transmits the proposal and briefly states its main features.

A program summary describes, in one-half page, the type and duration of activity that will take place if the service funds the program.

A program narrative clearly identifies the problems that the proposal will correct or help solve for the protection and management of habitats to benefit federally listed, proposed, candidate, or other at-risk species on tribal lands. It must articulate the following information:

- (1) Assessment of needs,
- (2) Objectives,
- (3) Proposed time line,
- (4) Methodology,
- (5) Geographic location (with maps),
- (6) Approximate number of impacted acres and/or miles of stream or shore line,
- (7) Monitoring plan, and
- (8) Identification of clear, obtainable, and quantifiable goals and performance measures that will help achieve the management goals and objectives of the TWG and relevant Service and tribal performance goals. The relevant Service goals are, in no order of priority;

Goal 1 - Sustainability of Fish and Wildlife Populations including:

- Migratory Bird Conservation (Goal 1.1),
- Imperiled Species (Goal 1.2),
- Interjurisdictional Fish (Goal 1.3),
- Marine Mammal Management (Goal 1.4),
- Species of International Concern (Goal 1.5),
- Invasive Species (Goal 1.6),

Goal 2 - Habitat Conservation;

- Habitat Conservation off Service Lands (Goal 2.3),

Goal 4 - Partnership in Natural Resources,

- Tribal Governments (Goal 4.1).

Additional information can be found in the Service Long Term Strategic Plan for 2000 to 2005 at <http://www.fws.gov/planning/USFWStrategicPlanv3.pdf>.

Related Service Planning and results can be found at <http://www.fws.gov/planning/>.

A budget narrative clearly justifies all proposed costs and indicates that the grantee will provide adequate management systems for fiscal and contractual accountability,

including annual monitoring and evaluation of progress toward desired project objectives, goals, and performance measures. It should include discussion of direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Any partners providing funds or in-kind services must be listed in the proposal with a letter of commitment from each.

A resolution of support from the appropriate tribal governing body or a letter from an individual with delegated tribal authority is required which acknowledges support for the proposal.

A completed *Proposed Accomplishments* sheet must be included. This information is for administrative reporting purposes and will not be utilized in the competitive scoring process. This sheet is included in this grant application kit.

An *SF-424* must also be completed and submitted with the project narrative description. This form and detailed instructions are included in this grant application kit or may be acquired on our internet site at: <http://www.fws.gov/grants/tribal.html>. This form is also available on the Internet at <http://www.gsa.gov/forms/>, at <http://training.fws.gov/fedaid/toolkit/sf424-f.pdf>, on our internet site at <http://www.fws.gov/grants/tribal.html> or from the appropriate Regional Native American Liaison.

Ranking Criteria

The Service has developed the following ranking criteria and weight factors for proposals being considered for funding. The Service will use these criteria to evaluate and rank each proposal on a scale of 0-100. Tribes should address as many of these criteria in their proposals as possible.

Benefit: What are the probable significant outcomes to protect and restore habitats that benefit federally listed, proposed, or candidate species, or other at-risk species on tribal lands. The Service requires that tribes address how their proposals help complement Service Performance Goals. (Maximum points - 30).

Criteria Components

- a. Extent to which the project will reduce or restore losses to at-risk fish, wildlife, and plant species of tribal significance.
- b. Extent to which the project will reduce losses or restore habitats that support at-risk fish and wildlife of tribal significance.
- c. Extent to which the project addresses a fish and wildlife resource priority (for at-risk species) identified by a tribe or other entity in a management plan or recovery plan.
- d. Duration for which the project protects or manages habitats that benefit at-risk species.

Performance Measures: To what extent does the proposal provide obtainable and quantifiable performance measures and a means to monitor, evaluate, and report on these measures compared to an initial baseline? The measures should be specific, clear and provide demonstrable benefits to the target species of the action. These actions should support the goals of the TLIP. (Maximum points - 20).

Criteria Components

- a. The extent to which the project identifies a baseline and provides measurable post-project accomplishments.
- b. The extent to which the project will produce measurable results for habitat and/or at-risk species.
- c. The extent to which the project implements high priority items and is part of comprehensive management approach.

Work Plan: Are the program activities and objectives well-designed and achievable? (Maximum points - 15).

Criteria Components

- a. Extent to which project tasks and deliverables (work products) are clearly established and support tribal goals/objectives.
- b. Extent to which the project schedule is achievable.
- c. Extent to which proposal clearly defines and establishes accountability to the applicant.

Budget: Are all major budget items justified in relation to the program objectives and clearly explained in the narrative description? (Maximum points - 10).

Criteria Components

- a. The extent to which all parts of the budget narrative is clear, concise, and complete.
- b. The extent to which all subcontractor costs are defined and appear to be reasonable.
- c. The extent to which the budget narrative and associated budget table(s) accurately reflect all costs, including indirect costs.
- d. The extent to which all in-kind matches are clearly defined, allowable, and adequately described.

Capacity Building: To what extent does the program increase the grantee's capacity to implement actions and activities that protect and restore habitats that benefit federally listed, proposed, or candidate, or other at-risk species on tribal lands? (Maximum points - 15).

Criteria Components

- a. Extent to which the project contributes to tribal self sufficiency in fish and wildlife resource management.

- b. Extent to which the project results in identifiable benefits toward development or updating of management/recovery plan(s) for at-risk species.
- c. Extent to which the project results in the creation or improvement of tribal wildlife ordinances and/or enforcement for at-risk species.
- d. Extent to which the project improves fish and wildlife management capabilities for at-risk species through infrastructure development and training.

Contributions and Partnerships: To what extent does the applicant display commitment to the project through in-kind contributions or matching funds and to what extent does it involve other non-federal partners? (Maximum points - 10).

Criteria Components

- a. Extent to which the project clearly builds partnership alliances with other tribes, organizations, or agencies.
- b. Extent to which the project leverages technical support and/or financial resources provided through a partnership.

How Will Proposals Be Selected?

The Service's Regional Native American Liaisons will screen proposals for eligibility and will coordinate a regional ranking process according to the nationally uniform ranking criteria. Top regionally ranked proposals will be recommended for funding. A national panel will review and rank remaining proposals and provide recommendations to the Service's Director for funding. The Director will make the final determination for grant approval.

Administrative Requirements

The administrative requirements that apply to projects funded through the TLIP are listed in Table 2. The documents listed in Table 2 establish principles for determining which costs are allowable or eligible ("cost principles") and describe other requirements that apply to all tribes receiving TLIP funding. These requirements apply to and must be met by grantees and subgrantees of TLIP funding. The Code of Federal Regulations (CFR) can be found at <http://www.gpo.gov/nara/about-cfr.html#page1> (click on "Browse and/or Search the CFR"). Office of Management and Budget (OMB) circulars can be found at <http://www.whitehouse.gov/omb/circulars/index.html>. For projects that are selected for funding, we will also offer additional technical assistance to facilitate the prospective grantee's understanding of the financial requirements.

Table 2. Administrative Requirements for TLIP Funding Awards

Category:	Specific Requirements:
Indian Tribes	<ul style="list-style-type: none"> * 43 CFR 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs) * 43 CFR 18 (New Restrictions on Lobbying) * OMB Circular No. A-87 (Cost Principles) * OMB Circular No. A-102 (Grants and Cooperative Agreements) * OMB Circular No. A-133 (Audits)

Definitions

1. *At-Risk Species* — Any plant or animal species recognized as a species of conservation concern, such as species listed or identified by a State or a Tribe.

2. *Biological Opinion* — Any document that includes: (1) the opinion of the Fish and Wildlife Service or the National Marine Fisheries Service as to whether or not a Federal action is likely to jeopardize the continued existence of listed species, or result in the destruction or adverse modification of designated critical habitat; (2) a summary of the information on which the opinion is based; and (3) a detailed discussion of the effects of the action on listed species or designated critical habitat under the provisions of the Endangered Species Act.

3. *Candidate Species* — Plant and animal taxa considered for possible addition to the List of Endangered and Threatened Species.

4. *Conservation Recommendation* — The Fish and Wildlife Service's non-binding suggestions resulting from formal or informal consultation, under the Endangered Species Act, that: (1) identify discretionary measures a Federal agency can take to minimize or avoid the adverse effects of a proposed action on listed or candidate species, or designated critical habitat; (2) identify studies, monitoring, or research to develop new information on listed or candidate species, or designated critical habitat; and (3) include suggestions on how an agency can assist species conservation as part of their action and in furtherance of its authorities under Section 7(a)(1) of the Endangered Species Act.

5. *Habitat* — The area that provides direct support for a given species, population, or community. It includes all environmental features that comprise an area such as air quality, water quality, vegetation and soil characteristics, and water supply.

6. *Listed Species* — Any species of fish, wildlife, or plant that has been determined to be endangered or threatened under Section 4 of the Endangered Species Act.

7. *Mitigation* — Activities carried out under National Environmental Policy Act regulations, for the purpose of moderating, reducing, or alleviating the impacts of a proposed activity, including (a) avoiding the impact by not taking a certain action; (b) minimizing impacts by limiting the degree or magnitude of the action; (c) rectifying the impact by repairing, rehabilitating, or restoring the affected environment; (d) reducing or eliminating the impact over time by undertaking preservation and maintenance operations during the life of the action; and (e) compensating for the impact by replacing or providing substitute resources or environments.

8. *Proposed Species* — Any species of fish, wildlife, or plant that is proposed in the *Federal Register* to be listed under Section 4 of the Endangered Species Act.

9. *Tribal Lands* — Lands held by the United States in trust for a Tribe or an individual Indian; or lands legally owned in fee simple by a Tribe or an individual Indian that are subject to Federal restrictions against alienation or encumbrance. Also lands for which a

Tribe or an individual Indian retained specific right-of-way or uses as defined by treaty or other binding agreement (including Alaska Native Corporation lands).

ATTACHMENT - I

PROPOSED ACCOMPLISHMENTS (This element is for reporting purposes only and will not be utilized in the competitive scoring process).

Tribe: _____

Date: _____ Grant Program (Circle one): TWG TLIP

Project title: _____

Please use your best available information.

Number of wetlands acres restored/enhanced as a result of this project	
Number of uplands acres restored/enhanced as a result of this project	
Number of riparian stream/shoreline miles restored/enhanced through as a result of this project	
Number of acres opened or enhanced for fish and wildlife related recreation, including hunting, fishing, wildlife observation, photography, interpretation, and environmental education	
Listed species benefiting as a result of this project (<i>attach list if necessary</i>)	

Definitions

Best Available Information: It is understood that exact numbers may not be available prior to implementation. If exact information is not readily available please provide as accurate an estimate as possible.

Endangered: A species that is likely to become extinct throughout all or a significant portion of its range (see, http://ecos.fws.gov/tess_public/TESSWebpage)

Listed Species: A species listed as threatened or endangered under the Endangered Species Act

Recreation: broadly defined to include active and passive recreation

Riparian area: The transition zone between permanently saturated wetlands and uplands. These areas exhibit vegetation or physical characteristics reflective of permanent surface or subsurface water influence. Lands along, adjacent to, or contiguous with perennially and intermittently flowing rivers and streams, glacial potholes, and the shores of lakes and reservoirs with stable water levels are typical riparian areas. Excluded are such sites as ephemeral streams or washes that do not exhibit the presence of vegetation dependent upon free water in the soil.

Species: Includes any subspecies of fish or wildlife or plants, and any distinct population segment of vertebrate fish or wildlife

Stream-mile: A mile as measured along the centerline of the stream channel, including all perennial, intermittent and ephemeral channels with associated riparian areas.

Threatened Species: A species that is likely to become endangered within the foreseeable future throughout all or a significant portion of its range (see, http://ecos.fws.gov/tess_public/TESSWebpage)

Uplands: Areas that are not inundated or saturated by surface or ground water and support vegetation dependent on aerobic soil conditions.

Wetlands: Wetlands vary widely because of regional and local differences in soils, topography, climate, hydrology, water chemistry, vegetation, and other factors, including human disturbance. Generally, wetlands are lands where saturation with water is the dominant factor determining the nature of soil development and the types of plant and animal communities living in the soil and on its surface.

9/30/2005

ATTACHMENT - II

Standard Form 424 (APPLICATION FOR FEDERAL ASSISTANCE) Supplemental Instructions for Use When Completing a SF 424 for submission to Tribal Landowner Incentive Program

You may print out this form and complete "by hand" or access and complete the form electronically at <http://www.gsa.gov/forms/> or <http://training.fws.gov/fedaid/toolkit/sf424-f.pdf>. Instructions for completing the Standard Form 424 to accompany a TLIP proposal follow.

BLOCK NUMBER & TITLE ON SF 424	SUPPLEMENTAL INSTRUCTIONS
1 - Type of Submission	Check "Application Construction", or "Application Non-Construction" or both. This program does not accept pre-applications.
2 - Date Submitted	Enter date proposal submitted to the Service.
3 - Date Received by State	Leave blank.
4 - Date Received by Federal Agency	Leave blank.
5 - Applicant Information	Enter legal name of applicant (tribe), complete address of applicant, and name and telephone number of contact person. Also, provide tribe's DUNS.
6 - Employer Identification	Provide the number assigned by Internal Revenue Service as tribe's tax identification number.
7 - Type of Applicant	Enter "Indian tribe" in space provided.
8 - Type of Application	Enter only "New."
9 - Name of Federal Agency	Enter "U.S. Fish and Wildlife Service."
10 - Catalog of Federal Domestic Assistance Number & Title	Enter "15.638" and "Tribal Landowner Incentive Program."
11 - Descriptive Title of Applicant's Project	Enter title used on the title page of your project proposal.
12 - Areas Affected by Project	Self explanatory.
13 - Proposed Project Start Date/End Date	Self explanatory.
14 - Congressional Districts of Applicant/Project	List applicant's (tribe's) Congressional District and any Congressional Districts affected by the project.
15 - Estimated Funding	Show all funding needed for the proposal. Include Federal agency and TLIP grant dollars in "a". Leave "f" blank.
16 - Is Application Subject to Review by State EO 12372 Process?	Check No (Project not covered by E.O. 12372).
17 - Is Applicant Delinquent on any Federal Debt?	This question applies to the applicant (tribe). Categories of debt include delinquent audit disallowances, loans, and taxes.
18 - a through e	Enter information for proposal Project Officer. Must be signed by legal applicant (authorizing signature of organization performing work or responsible for performance of work). Blocks 18 a. through e. must be completed. If approved, the award will be addressed to this person.